AIRFARE ISSUES... it boils down to control over your flights.

How many people are you bringing? Yourself + ≤2 students Yourself + >2 stu

You can let JPL book and pay for airline tickets directly.

Send Wannetta specific flight ideas and the names of the travelers. She first needs to get them into the master JPL database, and as such needs name, gender, birth date, citizenship, & contact information; it usually takes ~3 days for the approvals to go through, and then flights can be booked.

Yourself + >2 students or other people NITARP won't pay for (e.g., spouses)

You probably want to travel together (same flight, seats next to each other), so as such you need more control over the flight booking process than JPL can offer you.

Can you float the cost of plane tickets (all on your card, or with the individuals who are traveling each paying for their own ticket)?

no

Bring fewer people, OR accept that you *may* fly separately (not just in different parts of the same airplane, but different airlines).

yes

Go find your own tickets, book 'em, and we'll reimburse you *after* the trip. Make sure your total cost is under what JPL would pay (see original email).

TRANSPORTATION ISSUES... we don't have enough money for everyone to have their own car.

Is your whole team arriving at more or less the same time, at the same airport? yes no Are all of you arriving at two Figure out how many people total your ENTIRE different airports/times? team has (not just the ones for whom we're paying explicitly), how many vehicles you'll need (two 5- or 6-person vans?), and where yes no you need them (which airport[s]). Two different Figure out how many airports and times people total your ENTIRE Tell Wannetta the time(s), is not so bad. team has, how many airport(s), and drivers, and vehicles you'll need, and JPL will book the vans. who your drivers are. They You're then covered by JPL get to pick up the vans insurance. when they arrive and will meet the rest of you at the hotel. Anyone(*) who is not one of the drivers should take a Supershuttle or other shared-ride (*) Well, I mean anyone we're paying service (note NOT a cab) for. If they're paying for their own way, from the hotel to the they can do whatever they want, but the shared ride vans are cheaper. airport.

HOTEL ISSUES... Your team should decide how many rooms they need and where to stay. You should all stay at the same hotel (because it just makes it so much easier). There are LOTS of hotels on Colorado Blvd. Your team should make their own reservations. Your credit card should NOT be charged until after you stay – no need to go SO cheap (e.g., Priceline) that you have to pay for rooms up front. We're not THAT broke. You do need to stay under the government allowance for hotels (see original email). Teachers can stay in their own rooms if they want; students should definitely double-up if at all possible.

FORM ISSUES... We can only pay for you plus up to 2 students. BUT we still need medical release and media release forms from ALL of the students who are coming. Everyone needs to fill out the forms on the website, and fax them or mail them to Luisa (or Varoujan).

REIMBURSEMENT ISSUES... The faster you send in receipts, the faster you get your money back.

